

Ravalli County
Online Access Authorization Memo



From: Joseph Frohlich
I.T. Director, Ravalli County

To: Remote Access User

Access to County resources via Ravalli County's Website is subject to the appropriate use policies. Ravalli County's network, including all related equipment, website and devices, is provided for use only by those who are authorized by Ravalli County. Any or all usage of this system and all files on this system, may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By signing this access authorization memo, the user consents to such interception, monitoring, recording, copying, auditing, and inspection at the discretion of authorized personnel. Unauthorized or improper use of this system may result in a revocation of user rights and possible civil or criminal penalties. Montana law generally prohibits the use of public records as a mailing list without the permission of those on the list. Please see Montana Code Annotated, 2-6-109 for more information about the use of public records as a mailing list. By signing this memo, you indicate your awareness of and consent of these terms and conditions of use.

Online Access Fee(s) are broken down as follows:

Two week Online Access for one user

- \$35 for 2 weeks
- Access would be for two weeks including weekends – see website for scheduled maintenance down times

Individuals, Title Companies with less than 5 employees, Entities with no more than 2 users

- \$120 per year
- Online Access Year begins July 1
- New users will be charged full price (\$120) July 1 through December 31. Jan 1 through June 30 will be charged \$75
 - New user fee OR to add a user (one time only) \$25
 - Inactive users for 12 months will have to pay new user fee(s) again
- Access would be 7 days a week – see website for scheduled maintenance down times

Title Companies, Entities with more than 2 users

- \$400 per year
- Online Access Year begins July 1
- New users will be charged full price (\$400) July 1 through December 31. Jan 1 through June 30 will be charged \$250
 - New user fee OR to add a user (one time only) \$25
 - Inactive users for 12 months will have to pay new user fee(s) again
- Access would be 7 days a week – see website for scheduled maintenance down times

MLS Retailers

- \$1200 per year
- Online Access Year begins July 1
- MLS will have to maintain all licensing costs for all MLS Retailers
- After licensing, each MLS Retailer will get 1 user (proof of MLS Retailer required)
 - Adding an additional retailer after July 1: (one time only) \$25
 - Inactive users for 12 months will have to pay new user fee(s) again
- Access would be 7 days a week – see website for scheduled maintenance down times

If you wish to sign up please make out a **check or money order** for the correct amount to **Ravalli County**, and mail to:

Ravalli County Online Access
215 South 4th Street, Suite J
Hamilton, MT 59840

Once we receive your check you will be contacted for setup.

Requesting Company Name: _____

Address: _____

State: _____ **Zip:** _____

Phone #: _____

Email: _____

Type of Entity: _____

Number of Users: _____

Company Authorizing Contact: (Supervisor/Management)	_____ (Print Name)	_____ (Signature)
Authorized User 1:	_____ (Print Name)	_____ (Signature)
Authorized User 2:	_____ (Print Name)	_____ (Signature)
Authorized User 3:	_____ (Print Name)	_____ (Signature)
Authorized User 4:	_____ (Print Name)	_____ (Signature)
Authorized User 5:	_____ (Print Name)	_____ (Signature)